



# State of Nevada – Department Of Personnel

---

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FIELD EQUIPMENT COORDINATOR</b>	<b>35</b>	<b>G</b>	<b>9.310</b>

### DEFINITION OF THE CLASS:

Under general supervision of the Equipment Operations Supervisor, oversees the operational activities of field equipment shops and storerooms; functions as a liaison between the Equipment Division's headquarters, field equipment shops and storerooms, district maintenance personnel and other divisions within the Department of Transportation; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Oversees the operation of the field equipment shops and storerooms to ensure the objective of the providing support and service to the maintenance and construction divisions within the department is carried out in an efficient and cost effective manner. This is accomplished by: monitoring reports of equipment repair costs, vehicle maintenance reports, utilization of rental and non-rental equipment, inventory stock levels, and purchases of construction materials and supplies; assisting in the rental of specialized equipment; standardizing procedures, methods, and equipment throughout the division.

Maintains open channels of communication between the field equipment shops, storerooms and division headquarters by traveling to district shops and keeping management apprised, through verbal and written reports, of the needs of the districts and any problems that may effect daily operations or their ability to function within the guidelines and standards set by the division.

Prepares reports and recommendation concerning: the purchase of new equipment; repair, relocation or disposal of existing equipment; modification and/or expansion of field shop facilities; stockroom inventory levels; automated fuel system; and personnel requirements, through consultations with maintenance division staff, observing the operation of equipment in the field, reviewing proposals and recommendations from field equipment shop and storeroom personnel, and obtaining cost estimates. The reports and recommendations are provided to division management for inclusion in division planning and budget preparation activities.

Ensures that field equipment shops and storerooms are informed of and in compliance with federal and state laws and regulations and division programs, policies and procedures including those pertaining to hazardous materials, safety, training, personnel, inventory, fiscal management, equipment service and repairs, purchasing and operations. This is accomplished by: remaining current on changes in laws, regulations, policies and procedures; providing information and training to field personnel; demonstrating support for division programs; observing operations and utilization of personnel; and monitoring records and reports.

Assists the field equipment shops and storerooms with the computerized equipment management system by providing instruction on proper utilization of the system and generation of reports for repair orders, parts and equipment inventory, and stock levels.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the operation and maintenance of construction and maintenance equipment. Working knowledge of the division's equipment utilization standards. Working knowledge of state and agency administrative rules, policies and procedures. Working knowledge of federal and state laws, rules and regulations pertaining to Equipment Division operations. Working knowledge of the functions and capabilities of the equipment management system and automated fuel system. Working knowledge of where to go within the organization to obtain the required information.

Ability to mediate between contending parties and groups. Ability to interpret equipment and supply specifications. Ability to observe operations and analyze management information reports in order to identify problems and deficiencies and recommend alternatives.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices of management and supervision. General knowledge of computer systems sufficient to input and extract information. General knowledge of maintenance and construction materials and supplies. General knowledge of automotive mechanics. Working knowledge of equipment shop and storeroom operations. General knowledge of the principles and practices of accounting and purchasing.

Ability to establish and maintain cooperative working relationships with division and agency staff and outside agencies. Ability to write concise and objective reports and recommendations. Ability to speak to groups or on a one-to-one basis to provide information and training and explain and interpret policies and procedures.

**EDUCATION AND/OR WORK EXPERIENCE:**

**I**

Graduation from high school, vocational school, or the equivalent education and three years of experience which included responsibilities for planning and directing the operations of a major equipment repair facility or a major material and supply facility, explaining and interpreting policies and procedures, monitoring a budget, and reviewing equipment and supply specifications. Two of the three years must have been in a supervisory capacity; OR

**II**

An equivalent amount of experience and education above the high school level that provided the applicant with the required entry level knowledge, skills and abilities.

**LICENSE:** Must possess a valid Nevada driver's license at the time of application.

**SPECIAL NOTE:** Incumbents in this class are required to travel statewide for extended periods.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	9.310 7/1/89P
REVISED:	6/9/89PC 7/1/91P 11/29/90PC